CITY OF HOUSTON
Job Posting

1	**Applications accepted from:**	**ALL PERSONS INTERESTED**
2	**Job Classification**	**Senior Inventory Management Clerk**
3	**Posting Number**	**PN# 110736**
4	**Department**	**Houston Airport System**
5	**Division**	**William P. Hobby**
6	**Section**	**Airfield & Grounds**
7	**Reporting Location**	**7800 Airport Blvd.***
8	**Workdays & Hours**	**Varied, normally M – F ***

*Subject to change

9 ***DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS***

Performs clerical and administrative support tasks in the ordering, purchasing, receiving, stocking, storing, issuance, distribution, maintenance and repair of various parts, tools, materials, supplies, equipment and inventory. Handles receiving records, maintenance of files, typing, mail and data entry using inventory control systems. Audits receiving and issues records and documents for accuracy. Issues tools and handles Purchase Request Forms (PRFs) for the Airfield & Grounds section. Monitors, retains and files receipts for employee uniforms, dumpster pick-ops and other services. Ordering and pick-up of supplies as well as maintaining section P-card. Operates office equipment such as personal computers, copiers, fax machines and calculators.

10 ***WORKING CONDITIONS***

Performing these duties will involve: applying specialized information; ability to recognize sound; observe and differentiate details amid distractions; speaking and writing clearly and effectively; adjusting to critical and demanding work; standing and walking for extended periods of time; performing visual inspections in the field; operating city vehicles; solving arithmetic and numerical problems; dealing with people in tense situations; working as a member of a team; may be required to lift up to sixty (60) pounds. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

11 ***MINIMUM EDUCATIONAL REQUIREMENTS***

High school diploma or GED certificate.

12 ***MINIMUM EXPERIENCE REQUIREMENTS***

Two years of inventory control, materials management, or record keeping experience are required.

13 ***MINIMUM LICENSE REQUIREMENTS***

Valid class "C" Texas Driver's license and compliance with the city's policy on driving (AP2-2).

14 ***PREFERENCES***

Good knowledge of bookkeeping principles and practices. Personal computer experience using Windows 98, Microsoft Office Suite, calculators and other office equipment. Ability to maintain accurate reports and analyze in stock and inventory movements. Ability to deal tactfully, courteously and effectively with subordinates, HAS personnel, vendors and the public.

15 ***SELECTION/SKILLS TEST REQUIRED***   The selection process will involve: application review and/or interview.

16 ***SAFETY IMPACT POSITION***   ☒ Yes   ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 ***SALARY INFORMATION***

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

<u>Salary Range - Pay Grade 12</u>
$789.00 - $945.00 Biweekly $20,514.00 - $24,570.00 Annually

18 ***OPENING DATE***   MAY 31, 2006

19 ***CLOSING DATE***   JUNE 13, 2006

20 ***APPLICATION PROCEDURES***

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or for advanced consideration submitted online at:
www.fly2houston.com
Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.
"If you need special services or accommodation, please call 281.233.1515." The Houston Airport System Human Resources TDD phone number is 281.233.1862.